

## **Kalamazoo Area Building Authority (KABA)**

### **Administrative Associate**

KABA is a government non-profit authority that processes Building and Sub-Trade permits and schedules project inspections for local jurisdictions. We are seeking a motivated and multi-talented individual to join our administrative team. Responsibilities include various internal office procedures and customer service. Please see complete position description at [www.kaba-mi.org](http://www.kaba-mi.org). KABA is an equal opportunity employer.

Submit resumes to the attention of Jannette Poehlman, KABA, PO Box 292, Oshtemo, MI 49077, or via email to: [jpoehlman@kaba-mi.org](mailto:jpoehlman@kaba-mi.org).

Submission deadline is Sunday February 28, 2016.

### **Job Description**

Previous administrative experience is required to support this diverse position that includes, but is not limited to the following:

- Coordinate and assist with answering telephone, waiting on customers, processing permits, scheduling inspections, creating documents, filing and assisting the management team with various projects.
- Excellent interpersonal skills, utilizing proper office etiquette both written and verbal.
- Professional and mature when handling matters with internal and external customers. With a keen sense for problem resolution.
- MS Office Skills – Minimum intermediate level Word, Excel, and Outlook. Power Point a plus. Type minimum 40 WPM. (Pre-employment testing for compliance).
- Dependable with the ability to arrive to work on-time being accountable to the “team”.
- Motivated to take initiative with respect the projects and collaborate with management to help identify best practices.
- Positive “can do” attitude who enjoys working with a team yet has the ability to complete tasks independently.
- Quick learner who enjoys acquiring more knowledge to better perform the job and, can also receive constructive criticism.
- Must be looking for long term employment unless, otherwise stated that it is a seasonal or internship role.